



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**INSTRUCTIONS FOR PREPARING PROFESSIONAL
LAND SURVEYING APPLICATION – COMITY**

MISSOURI BOARD FOR ARCHITECTS,
PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND
PROFESSIONAL LANDSCAPE ARCHITECTS
3605 MISSOURI BLVD, SUITE 380
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047
FAX: 573/751-8046

READ CAREFULLY

Before beginning to prepare your application, read it through part by part, including the affidavit, and be sure that you understand each part before typing in the information required.

PLEASE NOTE THAT ALL INFORMATION ON THE APPLICATION MUST BE TYPEWRITTEN.

Assemble all data necessary to enable you to complete the application. An incomplete application will not be processed.

Insert your photograph in the blank space provided for that purpose on the first page of the application.

Submit proof of your graduation in the form of an OFFICIAL transcript of grades showing date of graduation and degree received, with an impression of the school's embossing seal - unless previously submitted with Missouri LSIT application. **Photostatic copy of diploma or record of grades is not acceptable.** If you are not a college graduate, you will need to submit proof of all land surveying course work in the form of an official transcript with the impression of the school's embossing seal, unless previously submitted with your Missouri LSIT application. In addition, you must submit proof of your education in the form of a letter on school letterhead giving the date you graduated from high school. This must be signed in ink by the Registrar or other school official. We will also accept an official transcript from the high school provided it shows the date you graduated and bears the ink signature of the Registrar or the embossing seal of the school. If the school you attended will not provide you with an official transcript, you may have the school send it directly to the Board office. Be sure to indicate on the "check list" if your official transcript will be coming from your school.

Prepare "Summary of Professional and Non-Professional Experience," in chronological order. Enter total at bottom of form. ALL applicants must account for 100% of their time, including military service, etc. **If you left the field of land surveying for any period of time, for any reason, this time period and explanation of what you were doing MUST be included.**

Complete a **separate** "Professional Experience Form" for **each** land surveying engagement (place of employment) and have the appropriate supervising land surveyor and/or client complete the "Verification of Supervising Land Surveyor, Supervisor or Client" and **return them to the Board WITH your application.**

It will be necessary for you to request a verification from the state board from which you received your original licensure. The verification must be requested by accessing the NCEES Electronic License and Exam Verification System <https://verify.ncees.org/>. If you took the Fundamentals of Surveying Examination in one state and the Principles and Practice of Surveying Examination in another state, a verification must be requested from BOTH states. If you took the Fundamentals of Surveying Examination in the state of Missouri it is not necessary for you to request a verification from the Missouri Board.

*The fee to file an application for licensure by comity is \$200.

*Payment should be made to the Missouri Board for Professional Land Surveyors.
NOTE: Per Board Rule 20 CSR 2030-6.010 cash is not an acceptable form of payment.

Upon notification that your application has been approved, you will be provided with a form to schedule the Missouri Specific Examination. The \$100 fee must accompany your Missouri Specific Examination request.

If additional sheets are included with your application, they must be 8 1/2 x 11 inches and each sheet must be signed and dated by you and the person verifying your experience.

Having completed your application, check to see if you have signed your name in all spaces required, then submit your application and fee to: Missouri Board for Professional Land Surveyors, 3605 Missouri Boulevard, Suite 380, Jefferson City, Missouri 65109.

PLEASE BEAR IN MIND that the submission of an application, even by certified mail, and its receipt by the Board does NOT mean that it is, or will be, filed. It may have to be supplemented due to applicant's failure to include filing fee; all information required by any of its applicable parts; or, for failure to include all documents required to be filed with the application.

FAILURE TO INCLUDE ALL DOCUMENTS AND INFORMATION REQUIRED, OR FAILURE TO FOLLOW INSTRUCTIONS IN FILLING OUT YOUR APPLICATION, WILL HALT THE PROCESSING OF YOUR APPLICATION.

It is your responsibility to keep a copy of the application for your file.

An application pending review will be retained for a period of one year from the date it was originally filed.

NCEES records are retained for a period of one year from the date of receipt.

Completed applications are processed in the order of receipt in as timely a manner as possible. Processing time varies depending on the volume of applications awaiting review and a specific licensure date cannot be projected.

If licensure is granted, your initial license will be valid until December 31 of the current year. Refer to Statute 327.351, RSMo, as well as Board Rules **20 CSR 2030-11.010** and **20 CSR 2030-8.020** regarding renewal of your license.

SOCIAL SECURITY NUMBER DISCLOSURE NOTICE

You must provide your social security number pursuant to state and federal law.

If you fail or refuse to provide your social security number, we will consider your initial application incomplete and return it to you. Continued failure or refusal to provide your social security number is grounds for denial of your application.

Pursuant to state and federal law, licensing authorities must assemble your social security number with other relevant information (name, address, etc.) and transmit the data to the Division of Child Support Enforcement of the Department of Social Services to be used in a database for the following purposes:

- (1) locating individuals who are under an obligation to pay child support or provide child custody or visitation rights, against whom such an obligation is sought or to whom such an obligation is owed;
- (2) identifying whether an individual who owes overdue child support or who has failed to comply with a subpoena relating to paternity or child support proceedings holds or has applied for a professional or occupational license (under certain circumstances, a person who owes overdue child support or fails to comply with a subpoena relating to the above-stated proceedings may be subject to an order of a court, after notice and opportunity for hearing in that court, suspending, withholding or restricting the person's license).

In addition to these uses, the licensing authorities will continue their practice of using social security numbers for the following purposes:

- (1) for internal identification purposes
- (2) to conduct criminal record checks (discovery of relevant criminal history may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (3) to verify information provided by you in your application (discovery of false information in your application may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (4) to verify licensure with another state's licensing authority for reciprocity licensure;
- (5) for identification purposes in national disciplinary databases (the discovery of a disciplined license in another state may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (6) for test identification purposes.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**INSTRUCTIONS FOR PREPARING
PROFESSIONAL LAND SURVEYING APPLICATION – COMITY**

SURVEYING EXAMINATION

The Missouri Specific Examination is a two-part open book examination designed to test the applicant's knowledge of Missouri Statutes and Board Rules, the U.S. Public Land Survey System (both for original GLO surveys and resurveys) and land surveying practice.

To become a Professional Land Surveyor, the candidate must pass both the NCEES Principles of Surveying Examination and the Missouri Specific Examination.

AMERICANS WITH DISABILITIES ACT

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects, 3605 Missouri Blvd, Suite 380, Jefferson City, Missouri 65109; telephone: 573/751-0047, fax: 573/751-8046.

TO HOLDERS OF AN NCEES RECORD

If you wish to apply for licensure as a professional land surveyor on the basis of an NCEES COUNCIL RECORD, you may do so. However, it will be necessary for you to contact the National Council of Examiners for Engineering and Surveying, P.O. Box 1686, Clemson, South Carolina 29633-1686, and request them to send us a verified, certified copy of your NCEES COUNCIL RECORD.

If you apply for licensure on the basis of an NCEES COUNCIL RECORD, you are to complete **only pages 1 and 5** of the Missouri land surveying application form and submit a photograph as indicated on page one of the application along with the required filing fee. **We will not process your Missouri application until your NCEES COUNCIL RECORD has been received.**

NOTICE TO ALL APPLICANTS

Notice to applicants who are employees or officers or directors of a professional corporation, general business corporation or a limited liability company having the practice of architecture and/or engineering and/or land surveying and/or landscape architecture as one of its purposes:

Section 327.401, RSMo, of the Missouri Registration Law requires such corporations and/or limited liability companies to obtain a certificate of authority in each profession from this Board. If your corporation or limited liability company does not have a certificate of authority, an application may be obtained by accessing the Board's website <http://pr.mo.gov/apelsla>.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**APPLICATION FOR LICENSURE AS A
PROFESSIONAL LAND SURVEYOR – COMITY**

FOR BOARD USE ONLY

PLS

GENERAL INFORMATION - PLEASE READ BEFORE PREPARING APPLICATION

• ALL INFORMATION REQUESTED ON THIS FORM MUST BE TYPEWRITTEN.

- The fee to file this application for licensure by comity is \$200.
- Upon notification that your application has been approved, you will be provided with a form to schedule the Missouri Specific Examination. The \$100 fee must accompany the Missouri Specific Examination request.
- Payment should be to **Missouri Board for Professional Land Surveyors**. Per Board Rule 20 CSR 2030-6.010 cash is not an acceptable form of payment nor is the payment refundable.
- Transcripts and other information required to be filed with an application are retained by the Board as part of an applicant's file and are not returned to applicant.

PLEASE ADDRESS ALL COMMUNICATIONS, MAIL, APPLICATIONS AND OTHER SUPPORTING DATA TO: MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS, 3605 MISSOURI BOULEVARD, SUITE 380, JEFFERSON CITY, MISSOURI 65109. (573) 751-0047. 1-800-735-2966 TEXT TELEPHONE (TDD).

Applicant must insert a photograph taken within the last 5 years. This application will not be filed unless your photograph is inserted in this space.

Use bust photo approximately 2 ½ x 3 inches, with signature across bottom of photo.

GENERAL INFORMATION INDICATE MAILING ADDRESS BY CHECKING ONE BOX BELOW

FIRST NAME	MIDDLE	LAST NAME	SUFFIX	SOCIAL SECURITY NUMBER
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PREFERRED NAME FOR LICENSURE DOCUMENTS AND SEAL

RESIDENCE ADDRESS AS LISTED WITH THE U.S. POST OFFICE <input type="checkbox"/>	APT. #	CITY	STATE	ZIP CODE	HOME TELEPHONE NO.
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BUSINESS NAME <input type="checkbox"/>	BUSINESS ADDRESS AS LISTED WITH THE U.S. POST OFFICE
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CITY	STATE	ZIP CODE	BUSINESS TELEPHONE NO.
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BIRTHPLACE (CITY & STATE)	DATE OF BIRTH	CITIZENSHIP	E-MAIL ADDRESS
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METHOD OF LICENSURE

I hereby apply for licensure to practice land surveying by the following method:

- ☐ 1. **BY COMITY, ON BASIS OF LICENSURE IN ANOTHER STATE.**
- ☐ 2. **BY COMITY, WITH NCEES COUNCIL RECORD.**

FOR BOARD USE ONLY

CHECK DATE
CHECK NUMBER
AMOUNT

EDUCATION

Schools and Colleges attended. Show below, the nature and extent of education in High or Preparatory school, College or University, or in Home study, Correspondence School, Evening School, Research Work, Civil Service Examinations, etc.

SUBMIT TRANSCRIPT OF SCHOOL RECORD. This must be an official transcript showing all college credits and/or degrees received.

NAME OF INSTITUTION	YRS. ATTENDED		DATE OF GRADUATION	DEGREE	COURSE COMPLETED
	FROM	TO			

ENROLLMENT OR LICENSURE IN OTHER STATES

1. IN WHICH STATE DID YOU PASS THE FUNDAMENTALS OF SURVEYING EXAMINATION (LSIT OR FUNDAMENTALS OF SURVEYING)?	NAME OF STATE
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2. LIST BELOW ALL LAND SURVEYING LICENSES HELD IN OTHER STATES

STATE	DATE OF LICENSURE	LICENSE NUMBER	HOW LICENSED (WRITTEN EXAM, ORAL EXAM, COMITY, EXPERIENCE, OTHER)



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**SUMMARY OF PROFESSIONAL AND NON-PROFESSIONAL
EXPERIENCE – LAND SURVEYOR – COMITY**

INSTRUCTIONS

All applicants must account for 100% of their time, including military service, etc. If you left the land surveying field for any period of time, for any reason, this time period and explanation of what your were doing **MUST** be included.

The summary must be prepared in chronological order. Be sure you enter the total at the bottom of the summary sheet.

This form may be reproduced.

Engagement refers to place of employment

RECORD OF

DATE

ALL INFORMATION ON THIS SHEET MUST BE TYPEWRITTEN

ENGAGEMENT NUMBER	DATE		NAME OF EMPLOYER AND TITLE OF POSITION	TIME	Name & complete address of licensed Professional Land Surveyor or client who supervised your work
	FROM MO./YR.	TO MO./YR.		Total number of years and months at this employment	
TOTAL ►					



STATE OF MISSOURI

DIVISION OF PROFESSIONAL REGISTRATION

**INSTRUCTIONS ON HOW TO EXECUTE PROFESSIONAL EXPERIENCE FORM –
PROFESSIONAL LAND SURVEYOR – COMITY**

You are to fill in a **separate** Professional Experience Form for **each** land surveying work engagement (place of employment). Time spent outside the field of land surveying need not be typed on this form. Time spent in military service does not need to be typed on this form **unless you are claiming land surveying experience acquired while in the service**. If more experience forms are needed, applicant may reproduce additional copies.

After you have listed each land surveying engagement (place of employment) on a separate form, you must have the appropriate supervising land surveyor or client review the experience you are claiming and then complete the "Verification of Supervising Land Surveyor or Client" section. If additional sheets are necessary, please sign, date, and have the appropriate supervising Professional Land Surveyor or client sign and date the additional sheets.

AMOUNT OF LAND SURVEYING EXPERIENCE TO BE VERIFIED BY SUPERVISING PROFESSIONAL LAND SURVEYORS OR CLIENTS:

1. If you have taken and passed both the NCEES FS Exam and the NCEES PS Exam:

1.1 All land surveying experience acquired since enrollment as a LSIT.

1.1.1 If you are a President or Vice-President of a firm or if you are self-employed, experience acquired since enrollment as a LSIT must be verified by at least three major clients.

2. If you have **NOT** taken and passed both the NCEES FS Exam and the NCEES PS Exam:

2.1 All land surveying experience acquired in the most recent 20 years.

2.1.1 If you are a President or Vice-President of a firm or if you are self-employed, a minimum of 20 years of experience must be verified by at least three major clients.

2.1.2 If you are a President or Vice-President of a firm or if you are self-employed for less than 20 years, experience record(s) from previous employer(s) must also be submitted (minimum amount of experience to be verified must total 20 years).

IMPORTANT

For professional field and office experience in land surveying to be deemed satisfactory, the applicant shall have obtained at least 24 months of the required experience as field experience and at least 16 months of the required experience as office experience. Furthermore, all professional field and office experience in land surveying shall be completed under the immediate personal supervision of a licensed professional land surveyor as defined in 20 CSR 2030-13.020. In evaluating satisfactory professional field and office experience in land surveying, credit shall be given as follows:

- (A) Party chief – year for year;
- (B) Office worker (combination of record research, survey calculations and preparation of property descriptions as relating to property boundary surveys and/or the reestablishment of the U.S. public land survey corners) (year-for-year credit);
- (C) Individual evaluation may result in less than full credit; and
- (D) Design or construction surveying work experience in the field or office will receive no more than 8 months' credit.

An applicant's land surveying experience record is evaluated from information furnished by the applicant as well as by corroborative testimony from the applicant's employers and/or clients. For this reason, an applicant's experience record must be set out in such a manner that a clear determination can be made as to what type of work you have actually performed in each work engagement. For each engagement you should set forth typical major projects you have worked on. For each project you list, you should describe the scope of the project (what it involved) and your duties and responsibilities on that project; e.g., number of employees supervised, if any, duration of project, etc. **This information is required of all applicants.**

Statistics indicate that approximately 15% of all applications filed for licensure as a Professional Land Surveyor must be returned to the applicant because he/she did not furnish enough detail on the "Professional Experience" form.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
PROFESSIONAL EXPERIENCE FORM
PROFESSIONAL LAND SURVEYOR – COMITY

THIS FORM MAY BE REPRODUCED

APPLICANT'S NAME	APPLICANT'S SIGNATURE ▶
EMPLOYER FOR THIS ENGAGEMENT	EMPLOYER TELEPHONE NUMBER
EMPLOYER ADDRESS	

INSTRUCTIONS (ALL INFORMATION ON THIS SHEET MUST BE TYPEWRITTEN)

1. List number of engagement (place of employment), dates of employment, title of position, character and description of your work and total amount of time. (If you are a president or vice president of a firm or if you are self-employed, experience must be verified by at least **three** of your major clients. A separate Professional Experience form should be filled out for each client.)
2. Have supervising licensed Professional Land Surveyor or client, complete verification below. If additional sheets are necessary, please sign, date, and have the appropriate supervising Professional Land Surveyor or client sign and date the additional sheets.
3. A **separate** sheet **must** be completed for **each** work engagement (place of employment) or client.

ENGAGEMENT NUMBER	DATE		TITLE OF POSITION, NAME OF EMPLOYER, CHARACTER AND DESCRIPTION OF EACH ENGAGEMENT. State definitely the CHARACTER AND DESCRIPTION of your work. Any necessary amplifications may be made on extra sheets of paper attached to this sheet. You MUST state clearly what you did.	TIME AT THIS ENGAGEMENT (USE YEARS AND MONTHS)			
	FROM MO./YR.	TO MO./YR.		LAND (BOUNDARY) SURVEYING		DESIGN OR CONSTRUCTION SURVEYING (8 months' max)	TOTAL LAND SURVEYING
				OFFICE (At least 16 months' experience)	FIELD (At least 24 months' experience)		

VERIFICATION OF SUPERVISING LICENSED PROFESSIONAL LAND SURVEYOR OR CLIENT

By my signature, I hereby verify that the above record of experience of this candidate is to the best of my knowledge and belief a true and accurate record of his/her work experience.

SUPERVISING LICENSED PROFESSIONAL LAND SURVEYOR OR CLIENT'S NAME (PLEASE PRINT)

SIGNATURE	DATE
PLEASE GIVE YOUR LICENSE NUMBER AND WHICH STATE YOU ARE LICENSED IN	
HOW LONG HAVE YOU BEEN ACQUAINTED WITH THE APPLICANT AND IN WHAT CAPACITY?	

RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON APPLICANT

	YES	NO
Have you been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of this or any other state or of the United States whether or not sentence was imposed including suspended imposition of sentence, suspended execution of sentence and misdemeanor charges? If "YES", please submit a copy of the charges, findings and order with this application.	<input type="checkbox"/>	<input type="checkbox"/>
In any other licensing jurisdiction, have you been the subject of disciplinary action, or entered into any type of settlement agreement, providing for any limitation on your ability to practice, or monetary penalty or payment of costs? If "YES", please submit a copy of the charges, findings, and order with this application.	<input type="checkbox"/>	<input type="checkbox"/>
Are you engaged in the practice of land surveying at this time? If not, state present occupation:	<input type="checkbox"/>	<input type="checkbox"/>

Pursuant to Section 324.010 RSMo:

☐ **CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.**

False statements are subject to criminal penalties and/or license discipline.

**If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200
or e-mail income@dor.mo.gov.**

PLEDGE/AFFIDAVIT

I hereby make, and promise to keep, the following pledge while retaining the status of a licensed Professional Land Surveyor in the state of Missouri to wit:

- (a) I will obey the Constitution and laws of the United States of America, the Constitution and the laws of the state of Missouri, and the rules and regulations of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects;
- (b) I will discharge with diligence and fidelity the obligation of every professional employment in which I may engage within the state of Missouri or elsewhere;
- (c) I will not engage in any land surveying work in Missouri, except such as may be within the exemptions of the law, or under the direction of a licensed Professional Land Surveyor in good standing and authorized to practice land surveying in Missouri.

I, the undersigned applicant for licensure by the Missouri Board of Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects as a PROFESSIONAL LAND SURVEYOR, on my oath, or affirmation, and the purpose of securing such licensure, declare that the statements and representations made in the foregoing application are true.

APPLICANT SIGNATURE

DATE





STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**INSTRUCTIONS FOR PREPARING
PROFESSIONAL LAND SURVEYING APPLICATION – COMITY**

CHECK LIST – LAND SURVEYOR

TO BE SUBMITTED WITH COMPLETED APPLICATION.

DATE: _____

TO THE APPLICANT:

Please read “Instructions for Preparing Application.”

To avoid delay in the processing of your application, please read the items below as you fill in your application and check each item as it is completed.

When application is completed, **submit this form**, with the items checked, and date filled in.

- ☐ 1. Filing fee payable to the “Missouri Board for Professional Land Surveyors”.
- ☐ 2. Photograph taken within the last five years.
- ☐ 3. Proof of graduation and/or proof of all land surveying course work in the form of an OFFICIAL transcript of grades with an impression of the school’s embossing seal - unless previously submitted with Missouri LSIT application. **Photostatic copy of diploma or record of grades is not acceptable.** Proof of high school graduation is required if you are not a college graduate.
 - ☐ Check here if the school will be forwarding your official transcript directly to the Board office.
- ☐ 4. Summary of Professional and Non-Professional Experience, prepared in chronological order. Total is entered at the bottom of the form.
- ☐ 5. A **separate** Professional Experience Form completed for **each** land surveying engagement (place of employment). **Experience must be verified by supervising licensed Professional Land Surveyor or client.**
- ☐ 6. Verification requested from appropriate licensing board(s), if applicable.
- ☐ 7. NCEES Council Record, if applicable.

PLEASE UNDERSTAND THAT THE BOARD WILL NOT BE ABLE TO PROCESS YOUR APPLICATION IF IT IS NOT COMPLETE IN EVERY RESPECT.

MISSOURI REVISED STATUTES

CHAPTER 60

COUNTY SURVEYORS AND LAND SURVEYS

(THE LATEST EDITION OF CHAPTER 60 RSMO CAN BE VIEWED AT, OR DOWNLOADED FROM, THE BOARD'S WEB SITE [HTTP://PR.MO.GOV/APELSLA.ASP](http://PR.MO.GOV/APELSLA.ASP). CLICK ON: STATUTES, CHAPTER 60.)

MISSOURI SURVEY STANDARDS

(PLEASE SEE RULES OF MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS. CHAPTERS 16 - 20)